

Project Capability Submittal Checklist and Format

The Respondent must complete and submit this checklist along with the Project Capability (PC) Plan. This PC Plan Checklist is not counted in the 6-page PC Plan limit. Failing to answer, or answering “No” to any of the questions below may result in disqualification.

1. Is your PC Submittal 6 pages or less? Yes No
 2. Do you understand that your PC Submittal can NOT contain any names, past projects, or information that may be used to identify who your firm is? Yes No
 3. Do you understand that you have to use the PC Submittal templates provided in this RFP and that you are NOT allowed to re-create the PC Submittal Templates (cannot alter font size, add colors, add pictures, etc) or handwrite your responses? Yes No
 4. Do you understand that the contents of PC Submittal will become part of the Contract? Yes No
 5. Do you understand that your Proposal will be disqualified if you fail to meet any of the above requirements? Yes No
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Project Capability Plan

This template should be used. The Project Capability Plan should identify the Respondent's **capability to meet the project's requirements** with a plan that meets time and cost goals. The capability claims should be prioritized (list the most important claims first). The Respondent may add or delete Project Capability Claim table templates, but do not exceed the **5-page** limit for this section. Do NOT include any identifying information in your Plan. Information listed under the "Documented Performance" line may describe where the Respondent has used the approach or solution previously, and what the results were in terms of verifiable metrics.

Example (this example can be deleted to accommodate more claims)

Project Capability Claim: *We have a significant amount of experience in social media projects and consistently deliver high performance*

Documented Performance: *We have completed 45 social media projects in the past two years with a 0.5% cost deviation and 2% schedule deviation. Overall customer satisfaction rating of 9.5 out of 10 for these 45 projects.*

Project Capability #1 Claim: _____

Documented Performance: _____

Project Capability #2 Claim: _____

Documented Performance: _____

Project Capability #3 Claim: _____

Documented Performance: _____

Project Capability #4 Claim: _____

Documented Performance: _____

Project Capability #5 Claim: _____

Documented Performance: _____

Project Capability #6 Claim: _____

Documented Performance: _____

Project Capability #7 Claim: _____

Documented Performance: _____

Project Capability #8 Claim: _____

Documented Performance: _____